

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



Announcement # 2014-198 Issue Date: 11-07-14 Closing Date: 11-17-14

**Secretary-Office Assistant III**  
**Behavioral Health**  
**Department of Health & Human Services**  
**Hourly Wage: \$10.87/Temporary/Full-Time**

Provides general clerical and receptionist support services for all program personnel. Nature of the work requires emphasis on maintaining confidentiality of program records and activities. Employee in this position may expect 80% of his/her time occupied by clerical duties. The remainder of time will be spent in receptionist functions, both in Toppenish site and I.H.S. Clinic when needed.

**Knowledge, Skills and Abilities:**

- Knowledge of basic typing and filing skills and working knowledge of basic computer programs.
- Ability to perform typing at an acceptable level of proficiency.
- Ability to learn office procedures and operation of photocopier and other office equipment.
- Ability to understand and follow verbal and written instructions.
- Ability to maintain confidentiality of all records and client contacts of the program.
- Ability to establish and maintain rapport with co-workers.
- Ability to meet and deal with the public in a pleasant and courteous manner at all times, in stressful situations.

**General Recruiting Indicators:**

- Position normally requires physical demands of standing, walking, bending, lifting or performing other work requiring low physical exertion, talking and hearing on a regular basis to perform job requirements. These physical demands are required up to 80% of the time.
- Required six months related work experience or successful completion of business secretarial training.
- No drugs or alcohol offenses for the past two years.
- Ability to pass a background check.
- Valid Washington State Driver's License with the ability to obtain a Yakama Nation Tribal Driver's Permit.
- Ability to pass a pre-employment drug and alcohol test.